FACULTY FELLOWS PROGRAM

Overview and Program Goals

The Indiana Campus Compact *Faculty Fellows* program is a year-long learning community experience designed to reflect the tenets of Boyer's (1996) vision of the scholarship of engagement. Selected individuals will serve a one-year term as part of a cohort with other engaged scholars from Indiana Campus Compact partner campuses. Each year the cadre of selected scholars will work collaboratively on a scholarly project which will seek to advance the understanding and practice of the field of community engagement through the collaborative engagement research paradigm (Jacquez, Ward, & Goguen, 2016), while individually incorporating community engagement into the three components of faculty work: teaching, research, and service.

The overall **goals** of the program include:

1. Building a strong and productive cadre of engaged scholars as envisioned through the collaborative engagement research paradigm (Jacquez, Ward, & Goguen, 2016).
2. Supporting faculty through the implementation of high-impact community engagement teaching practices (Hoy & Johnson, 2013) approached through a critical lens as imagined by Mitchell (2008).

The *Faculty Fellows* program is intended for those who are experienced in teaching traditional community engagement courses (e.g., service-learning, community-based research courses, community-based practicums and internships, etc.) and/or in leading traditional co-curricular community-based learning experiences (e.g., community-based alternative break experiences, voter education and awareness campaigns, reciprocal student mentoring and/or tutoring programs, etc.) and are looking to expand their understanding of, abilities in, and approaches toward critical community engagement (Latta, Kruger, Payne, Weaver, & VanSickle, 2018; Mitchell 2008).

Indiana Campus Compact *Faculty Fellows* will:

1. **Teach/instruct a high-impact community engaged learning experience** (Hoy & Johnson, 2013) in a manner that moves beyond traditional forms of service-learning toward a more critical perspective (Latta, et al., 2018; Mitchell, 2008). This experience could be envisioned as a curricular or co-curricular experience as described by Hoy & Johnson (2013).
2. **Develop a new, or enhance an existing community-campus partnership as a means to provide professional service** in a manner that fosters authentic and reciprocal relationships (Mitchell, 2008) by working with organizations from a social change perspective in what Boyer (1996) calls "the building of a more and just society" (p. 13).
3. **Participate as part of a cadre of engaged scholars to develop and implement a research or creative project** to enhance the understanding and advancement of the practice of the field of community engagement.

Additionally, *Faculty Fellows* are expected to:

- Attend three (3) mandatory, overnight retreats (the first retreat will be scheduled in mid- to late-July; the other two retreat dates will be determined by the participants during the first retreat.);
- Participate in monthly conference call discussions;
- Initiate and respond to electronic listserv discussions;
- Produce traditional (e.g., academic publications, conference presentations, etc.), creative works (e.g., public art, exhibitions, etc.), and/or educational and public resources (e.g., program evaluation, training materials, community assessment tools, etc.) for dissemination; and
- Meet all agreed upon group and individual project deadlines, and submit a mid-term and final report outlining progress toward identified individual and groups goals and objectives.

Eligibility

Full-time faculty member from any discipline at Indiana Campus Compact partner campuses are eligible to apply.

Fellowship Duration and Funding

Fellowships will be funded on a yearly, academic calendar basis, and last from July 1st through May 31st of each academic year.

Indiana Campus Compact has funding to award three (3) *Faculty Fellowships* per year to faculty at partner institutions across Indiana.

- The award amount is $3,800 per Fellowship

- Institutions are required to provide a minimum cash match of $1,520.

Funding is awarded on a reimbursement basis. Fellows will receive a yearly reimbursement upon submission of required reports.

Any unused funds are required to be transferred to an individual professional development account for use by the Fellow beyond the term of this program.

Funding for this program is supported by a grant from Lilly Endowment Inc. to Indiana Campus Compact.

Application Timeline and Routing

Application Timeline

	2019 – 2020	2020 – 2021	2021 – 2022
Letters of Intent Due:	Friday, March 22, 2019	Friday, March 20, 2020	Friday, March 19, 2021
Full Proposals Due:	Monday, May 13, 2019	Monday, May 11, 2020	Monday, May 10, 2021
Award Notification:	Wednesday, June 26, 2019	Wednesday, June 24, 2020	Wednesday, June 23, 2021
Funding Period Begins:	Monday, July 1, 2019	Wednesday, July 1, 2020	Thursday, July 1, 2021
Midterm Report Due:	Friday, January 10, 2020	Friday, January 8, 2021	Friday, January 7, 2022
Funding Period Ends:	Sunday, May 31, 2020	Monday, May 31, 2021	Tuesday, May 31, 2022
Final Report Due:	Friday, June 12, 2020	Friday, June 11, 2021	Tuesday, June 14, 2022

Application Routing
All applications should be routed through the appropriate office at the applicant's campus. Applicants will be responsible for obtaining the appropriate approvals prior to submission.

The following partner institutions **must** route their proposal through the following offices:
- Indiana University (Bloomington, East, Indianapolis, Kokomo, Northwest, South Bend, and Southeast) must route their application through Indiana University's Contract and Grants office.
- Purdue University campuses (Purdue University, Purdue University Fort Wayne, and Purdue University Northwest) must route their application through Purdue University's Sponsored Programs office.
- Ivy Tech Community College campuses (any campus) must route their application through the Ivy Tech Community College's Central Indiana Grants Office

Award Terms

Upon acceptance of the award, the Principal Investigator and their employing institution will be required to sign an Award Letter indicating acceptance of Indiana Campus Compact's Grant Terms and Conditions. Indiana Campus Compact must be notified in advance of and approve any significant changes to project or research protocols.

Application Process and Requirements—Letter of Intent

Submission Process for the Letter of Intent
Letters of Intent are required to be submitted via email to iccgrant@iupui.edu **and** weaverla@iupui.edu. Subject must include Letter of Intent/Faculty Fellow/Applicant Last Name (e.g., Letter of Intent/Faculty Fellow/Doe).

Indiana Campus Compact is able to accept Adobe PDF (.pdf), and Microsoft Word (.doc, or .docx) attachment types.

Requirements for the Letter of Intent
All applicants are required to submit a **Letter of Intent**, which is to be double spaced, submitted on university/department letterhead, and not to exceed three (3) pages. The letter should address the following items:

1. Identify the course or co-curricular experience in which you plan to incorporate a high-impact community engagement teaching practice and indicate whether this is a newly created experience or modifications to an existing experience.
2. Indicate the organization with whom you plan to develop a new or enhance an existing partnership as a means of developing an authentic relationship and providing professional service.
3. Describe your previous experience with community engagement and how this highly collaborative experience (the Faculty Fellows program) will enhance your own professional development.

Application Process and Requirements—Full Proposal

Submission Process for the Full Proposal
All applicants are required to submit their **Full Proposal** using the Grant Application Portal, which will be available in May 2019. The proposal narrative, all supplemental documents, and budget worksheets must be uploaded as either an Adobe PDF (.pdf) or Microsoft Word (.doc, or .docx) file type.

Proposal documents are required to be double spaced and not to exceed the page limits indicated below.

Complete proposals must include the following components:

Requirements for the Full Proposal

1. **Principal Investigator Contact Information**
   Contact details for the institution and the following individuals will be entered directly into the application portal:
   - Faculty Fellow
   - Fiscal Manager
   See Appendix A for a sample of the demographic information that will be collected in the application portal.

2. **Project Abstract** *(not to exceed 500 words)*
   A brief overview of the project and the intended outcomes and outputs.

3. **Project Narrative** *(not to exceed ten pages, excluding references)*
   a. **Educational and Personal Philosophy**: Describe how the scholarship of engagement, the pedagogies of community engagement, and critical consciousness, fit into your professional philosophy, and how your participation in the Faculty Fellows Program will benefit your professional development. Include the following:
      i. your teaching/learning philosophy;
      ii. the critical issues with which you are most concerned;
      iii. the identities and strengths you would contribute to the Faculty Fellows program;
      iv. how the Faculty Fellows program will enhance or impact your professional growth; and
      v. the relevant knowledge, skills, and abilities you have to offer other members of the Faculty Fellow program.

   b. **High-Impact Community Engagement Practice:** Describe how you plan to expand your current pedagogical practice in order to move beyond traditional forms of community engagement toward more critical perspectives. Include the following:
      i. the type of high-impact community engagement learning practice you plan to implement, and whether this is a curricular or co-curricular experience;
      ii. the identified community need(s) or social concern(s), and how these were collaboratively identified;
      iii. how you will intentionally incorporate Mitchell's (2008) three tenets of critical service-learning into this experience; and
      iv. the anticipated outputs, outcomes, and potential long-term impact (Beckman & Wood, 2016) of the community engagement experience on student learning.

   c. **Community-Campus Partnership for Professional Service**: Indicate the professional service you (not your students) will contribute to a community partner agency. Include the following:
      i. the community partner organization and how you became associated with this organization;
      ii. the mission of the partnering community organization;
      iii. the ways in which you will foster an authentic and reciprocal relationship with your community partner;
      iv. the type(s) and specific professional service activity(ies) that you will be engaged in during the project period; and
      v. the anticipated outputs, outcomes and potential long-term impact (Beckman & Wood, 2016) of the professional service activity(ies) for to the community organization and the broader community.

   d. **Cultivating a Culture for Community Engagement**: Describe the strategies you will use to foster a culture for community engagement at your institution. Include the following:
      i. your role in furthering the institutionalization of community engagement at your institution; and
      ii. strategies to mentor and recruit others to develop service-learning courses.

4. **Assessment Strategies** *(not to exceed one page, excluding the Output/Outcome/Impact table)*
   a. Provide a brief narrative to describe your overall assessment strategy of both the high-impact community engagement component **and** the professional service component.
   b. Complete the table below for the anticipated outputs, outcomes and potential long-term impacts (Beckman & Wood, 2016), identified in each section of the Project Narrative. *Please add additional rows as you see fit*.

Output/Outcome/ Impact:

Activity	Evidence *(reflection, artifact, data)*	Assessment Technique

Output/Outcome/Impact:

Activity	Evidence *(reflection, artifact, data)*	Assessment Technique

5. **Letters of Support**

The following two **Letters of Support** are required:

   a. **Academic Senior Administrator:** All applicants must include a letter of support from a senior-level academic administrator (i.e., department chair, school or college dean, provost or vice chancellor for academic affairs) at their institution. This letter should specifically address how this project supports the goals of the school or department;

   b. **Community Partner:** The second letter of support must be from the community organization that will serve as a partner and will benefit from the project.

   *More than two letters of support are encouraged.

6. **Budget and Justification**

   a. **Budget Narrative**: Briefly outline the anticipated expenses and how they support your project (*not to exceed one page*).

   b. **Fiscal Form**: Proposals <u>must</u> include the Indiana Campus Compact Fiscal Form, see Appendix B. All requests must adhere to the <u>Grant Terms and Conditions</u> regarding allowable and non-allowable funding requests.

SAMPLE BUDGET

ITEM	COST BASIS	GRANT	CASH MATCH	TOTAL
Faculty supplemental pay	4% of $60,000	$ 600.00	$ 1,800.00	$ 2,400.00
Student assistant stipend	1 @ 5 hours/week @ $9/hour; 20 weeks	$ 800.00	$ 100.00	$ 900.00
Community partner stipend	2 @ $500 each	$ 1,000.00	----	$ 1,000.00
National conf. lodging	3 days @ $159	$ 477.00	----	$ 477.00
National conf. airfare	Round-trip	$ 300.00	----	$ 300.00
National conf. registration	1 registration	$ 500.00	----	$ 500.00
Project site visits	6 trips @ 10 miles roundtrip @ .55	----	$ 33.00	$ 33.00
Project implementation	Paper, printing, postage for survey	----	$ 50.00	$ 50.00
Anticipated residual funds	Future professional development	$ 123.00		
Total:		**$ 3,800.00**	**$ 1,983.00**	**$ 5,783.00**
Total Award Request:		**$ 3,800.00**		

Any residual Faculty Fellow award funds are to be transferred to an individual professional development account for use by the Fellow beyond the term of this program

Questions

Direct question to Laura Weaver, Director of Programs and member Development at weaverla@iupui.edu.

About Indiana Campus Compact

Indiana Campus Compact is a 501(c)(3) non-profit partnership of Indiana's public, private, and community college higher education institutions focused on advocating, implementing, and improving community engagement efforts so that students graduate as well-informed, engaged, and productive members of society who are fully enabled to provide leadership and service that advances the public good in their communities. Indiana Campus Compact is an affiliate of National Campus Compact, headquartered in Boston, Massachusetts.

References

Boyer, E. L. (1996). The scholarship of engagement. *Journal of Public Service and Outreach, 1*(1), 11–20.

Hoy, A., & Johnson, M. (2013). Future possibilities: High-impact learning and community engagement. In A. Hoy, & M. Johnson (Eds.), *Deepening community engagement in higher education: Forging new pathways* (pp. 273–281). New York, NY: Palgrave Macmillan.

Jacquez, F., Ward, E., & Goguen, M. (2016). Collaborative engagement research and implications for institutional change. In M. A. Post, E. Ward, N. V. Longo, & J. Saltmarsh (Eds.), *Publicly engaged scholars: Next-generation engagement and the future of higher education* (pp. 76–95). Sterling, VA: Stylus.

Latta, M., Kruger, T. M., Payne, L., Weaver, L., & VanSickle, J. L. (2018). Approaching critical service-learning: A model for reflection on positionality and possibility. *Journal of Higher Education Outreach and Engagement, 22*(2), 31–56.

Mitchell, T. (2008). Traditional vs. critical service-learning: Engaging the literature to differentiate two models. *Michigan Journal of Community Service Learning, 14*(2), 50–65.

![Campus Compact Indiana logo]

Appendix A – Sample Demographics
Faculty Fellows

This appendix provides a sample of the information collected through our grant portal. Please be prepared to provide this information when submitting your proposal.

Principal Investigator Information *(individual who is applying for the grant)*

- First and Last Name
- Professional Title
- Institution
- Institutional Department
- Intuitional Phone
- Institutional Email
- Personal email (must not match institutional email)
- Permanent address (must not match institutional address)
- Professional Bio (limited to 300 words; uploaded as either an Adobe PDF (.pdf) or Microsoft Word (.doc, or .docx) file type)
- Professional Headshot (provided as an uploaded document, must be 300 dpi .jpeg)

Proposal Information

- Proposal Title
- Project Dates
- Grant Funds Request Amount (grant dollars only, not including cash match dollars)
- Institutional Cash Match provided

Fiscal/Grant Manager

- Fiscal Manager First and Last Name
- Fiscal Manager Institutional Email
  *The Fiscal Manager refers to the individual who is a designated financial signatory for the campus. The Fiscal Manager will fulfill the fiscal reporting requirements and manage all fiscal aspect of the grant.
- Grant Manager Frist and Last Name (if different from the Principal Investigator or Fiscal Manager)
- Grant Manger Institutional Email (if different from the Principal Investigator or Fiscal Manager)
  *The Grant Manager refers to the individual who is overseeing the grant process and submitting required repots.

Signatures

The Principal Investigator will digitally sign the grant portal submission form. The Fiscal Manager and Principal Investigator will sign the uploaded fiscal form.

Your digital signature will represent, to the best of you knowledge, that the information you provided is true and correct and that you have agreed to the 2019 – 2022 Indiana Campus Compact Grant Terms and Conditions.

*Please note, although request for proposals, for the following campuses, must be routed through their central office we require each Principal Investigator to create their own individual account for submissions. General accounts by Contract and Grants office will not be accepted.

- Indiana University (Bloomington, East, Indianapolis, Kokomo, Northwest, South Bend, and Southeast) must route their application through Indiana University's Contract and Grants office.
- Purdue University campuses (Purdue University, Purdue University Fort Wayne, and Purdue University Northwest) must route their application through Purdue University's Sponsored Programs office.
- Ivy Tech Community College campuses (any campus) must route their application through the Ivy Tech Community College's Central Indiana Grants Office

Indiana Campus Compact Fiscal Form

Please complete the following fiscal form and upload it with your request for funding. Please save a copy of this form to include with reports if the project is funded

Principal Investigator: _____ Institution: _____

Proposal Title: _____

Grant Type: ☐ High-Impact Community Engagement Practices

☐ Strengthening Communities

☐ Actualizing a Culture for Community Engagement

☐ Institutional Research and Student Success Learning Communities

☐ Faculty Fellows/Senior Faculty Fellow

Project Expense Detail:	**Cost Basis:**	**Grant:**	**Cash Match:**	**Total:**
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
_____	_____	$ _____	$_____	$_____
Total		$ _____	$_____	$_____

Reimbursement Request $ _____

All receipts for grant funded expenditures and documentation of grant cash match amounts must be attached to reports.

Invoice #:_____ (your institutions invoice number, required during reporting)

Principal Investigator _____   **Fiscal Manager:** _____